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## Office Memorandum • UNITED STATES GOVERNMENT

TO : *Executive*  
FROM : Acting Management Officer  
SUBJECT: Reproduction and dissemination of Materials Procured by External Research Staff

DATE: 15 August 1949

1. During the course of the Management Survey of Liaison Branch, OCD, it was found that masters' theses and doctors' dissertations procured by the External Research Staff were being reproduced and disseminated by CIA.

2. A cursory check disclosed that these documents, ranging from 100 to 300 pages, were being photostated and a dissemination of from 50 to 70 copies was being made. The cost of photostating is approximately \$0.10 per page. Thus, one thesis of 100 pages distributed in 50 copies would cost approximately \$500 for reproduction only. Should the thesis run 200 pages, the reproduction cost to the Agency would be \$1000 for one thesis. Likewise, if distribution is made of 70 copies, as has been done, the cost is again raised by approximately thirty per cent.

3. Thus far, approximately five such works have been disseminated. Five more are now in process of dissemination, but reproduction of these five is held up pending investigation of Management Office queries as to the cost of reproduction. It is our understanding that the works thus far received are just the beginning of a big program. Should 100 such works be disseminated each year, CIA would be spending anywhere from \$50,000 to \$130,000 for reproduction of this type of intelligence information. Present dissemination calls for approximately ten or more copies to be sent to State, Army and ORE with smaller quantities to OSO, OPC, Navy and the CIA Library.

4. The Management Office raises the following questions:

a. What is CIA responsibility to provide third agency dissemination in multiple copies on these materials? If we are committed to disseminate these materials, would one copy or a photostat negative per IAC agency suffice? Also, what is the cheapest method of reproducing these documents.

b. Would one or two copies of the work held by the CIA Library for loan serve CIA needs?

c. How will the storage of many copies of these large bound volumes affect the filing and space requirements of CIA?

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